

## JOB VACANCY POSTING

<b>POSTING #:</b>	124-13	<b>ISSUE DATE:</b>	August 26, 2013
<b>TITLE:</b>	<b>PROGRAM SPECIALIST 3 SOCIAL / HUMAN SERVICES</b>	<b>CLOSING DATE:</b>	September 9, 2013
<b>LOCATION:</b>	Department of Children and Families Division on Women 50 East State Street, 7 <sup>th</sup> Floor Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	R 26
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$63,564.71- \$90,429.35

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under the direction of a Program Specialist 4, Social/Human Services, or other supervisory officer in a State department or agency, may directly supervise professional and/or technical staff engaged in program activities, or perform the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; does other related duties as required.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis

**NOTE:** A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

**Katrina.Bethke@dcf.state.nj.us.**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Zina McCleese, Personnel Coordinator  
Department of Children and Families  
Office of Human Resources  
P.O. Box 717  
Trenton, NJ 08625**